

Thomas O. Forslund, Director

Governor Matthew H. Mead

Policy Title:	Workforce Security
Policy Number:	S-003
Effective Date:	July 15, 2013
Approval:	Thomas O. Forslund, Director $\frac{7/15/13}{\text{Date}}$

Purpose:

This policy requires Wyoming Department of Health (WDH) to define processes for workforce clearance, separation, and granting access to information systems that store or transmit protected health information (PHI).

Scope:

This policy applies to all WDH workforce.

Policy:

1. User accounts

- a. WDH workforce members may be given access to various accounts to perform their prescribed job functions in accordance with WDH Policy AS-004; Minimum Necessary Information.
- b. WDH workforce member accounts shall use strong passwords in accordance with WDH Policy S-005d; Password Use and Management.
- c. WDH workforce members shall authenticate to all WDH networks, systems, or applications in accordance with WDH Policy S-018; Person or Entity Authentication.
- 2. Administrative privileges. WDH workforce members with administrative access rights shall only use their administrative access to perform administrative level job functions.
- 3. Computing device allocation. Computing devices shall be assigned to workforce members as needed and tracked and wiped of all data upon re-allocation in accordance with WDH Policy S-014; Electronic Device and Media Controls.

4. Computing device disposal

- a. Computing devices scheduled for disposal shall be evaluated to ensure they have no residual data.
- Computing devices scheduled for disposal shall be processed in accordance with WDH Policy S-014; Electronic Device and Media Controls.
- c. Data that may have been previously stored on such computing devices shall be rendered unreadable, unusable and indecipherable.

5. Internet access privileges

a. Most computing devices at WDH have Internet access. This access is necessary for business operations; all other Internet uses are considered privileged.

- b. WDH workforce members shall only use Internet access for business purposes or limited personal use in accordance with WDH Policy AS-013; Acceptable Use of Information Systems.
- **6. Incident response.** WDH workforce members shall report any known or suspected information security incident in accordance with WDH Policy AS-009 and S-006A; Report and Response to Privacy Violations and Security Incidents.
- 7. Workforce separation. When a workforce member separates from employment with WDH, WDH shall terminate the workforce member's access to PHI in accordance with WDH Policy S-003c; Workforce Separation.

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Policies:

AS-004; Minimum Necessary Information

AS-009 and S-006a; Report and Response to Privacy Violations and Security Incidents

AS-013; Acceptable Use of Information Systems

S-003b; Workforce Clearance S-003c; Workforce Separation

S-005d; Password Use and Management

S-014; Electronic Device and Media Controls

S-018; Person or Entity Authentication

References:

45 CFR § 164.308(a)(3)

Training: